

State of Utah
Department of Commerce
Division of Occupational and Professional Licensing

Official Use Only

Number: _____
Date Approved/Denied: _____
Approved/Denied By: _____

Contractor:

- ☐ Add/Replace a Qualifier
☐ Add a Classification

APPLICANT INFORMATION

Business Legal Name _____

**Note: If you are a Sole Proprietor, this is your full legal name.*

DBA (if applicable): _____

Utah License Number: _____

Mailing Address: _____

Street Address (including Apt/Unit/Ste #) and/or PO Box

City

State

ZIP Code

Phone: _____ **Email:** _____

Local Contact for Licensing Purposes: _____

Phone: _____ **Email:** _____

Note: In all areas of this application the words “you”, “I” and “applicant” apply to the entity listed above and all subsidiaries, owners, officers, managers, qualifiers and prior entities for which these individuals have been involved.

AFFIDAVIT AND RELEASE

1. I certify that I am qualified in all respects for the license for which I am applying in this application.
2. I certify that to the best of my knowledge, the information contained in the application and all supporting document(s) are true and correct, discloses all material facts regarding the applicant, and that I will update or correct the application as necessary, prior to any action on my application.
3. I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.
4. I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.
5. I certify that I do not currently pose a direct threat to myself, to my clients, or to the public health, safety or welfare because of any circumstance or condition.
6. I understand that I am responsible to update the Division of any changes relating to my license/certification/registration.

Signature of Authorized Signer: _____ Date: _____

Printed Name of the Authorized Signer: _____

Position of Authorized Signer: _____

REQUESTED LICENSE MODIFICATIONS

Select all that apply:

- ☐ Additional or Replacement Qualifier(s) for existing classification. (\$50.00 each)
 - ☐ Please remove _____ who no longer acts as a qualifier for this company. (\$50.00 each)
- ☐ Add General Engineering Contractor (E-100) (\$210.00)
- ☐ Add General Building Contractor (B-100) (\$210.00)
- ☐ Add Residential and Small Commercial Contractor (R-100) (\$210.00)
- ☐ Add Subclassification (list all that apply): _____ (\$110.00 each)
A complete list of classifications can be found on page 6 of this application.

Many classifications require trade exams, certifications or that the qualifier hold specific individual licenses prior to application being made. All qualifications must be met prior to making application for licensure.

QUALIFYING QUESTIONNAIRE

Read thoroughly, and answer each question. Do not leave any question blank.

A "yes" answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

1. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
2. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any professional licensing agency or criminal or administrative jurisdiction?
3. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently under investigation or is any disciplinary action pending against you now by any <i>local, state or federal licensing, enforcement or regulatory agency</i> ?
4. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been declared by any court to be incompetent by reason of mental defect or disease and not restored?
5. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
6. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been terminated, suspended, reprimanded, sanctioned, or asked to leave voluntarily from a position because of drug or alcohol use or abuse within the past five (5) years?
7. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently using or have you recently (<i>within 90 days</i>) used any drugs (<i>including recreational drugs</i>) without a valid prescription, the possession or distribution of which is unlawful under applicable state or federal laws?
8. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever unlawfully used any drugs for which you have not successfully completed, or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
9. <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you currently have any criminal action pending?*
10. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? *
11. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?*
12. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been incarcerated for any reason in any correctional facility (<i>domestic or foreign</i>) in any jurisdiction or on probation/parole in any jurisdiction?*

***NOTE: Charges that were later dismissed and motor vehicle offenses such as driving while impaired or intoxicated must be disclosed; however, minor traffic offenses such as parking or speeding violations need not be listed.**

If you answered "Yes" to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

If you answered "Yes" to Questions **9,10,11** or **12** you must submit the following for **EACH** and **EVERY** incident:

- Personal account of the incident
- police report(s)
- court record(s)
- probation/parole officer report(s)

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

QUALIFIER EXPERIENCE AND EXAMINATION

If you have more than one qualifier, you must complete this section for each individual. Please make additional copies as needed.

Qualifier's Full Legal Name: _____

First

Middle

Last

Mailing Address: _____

Street Address (including Apt/Unit/Ste #) and/or PO Box

City

State

ZIP Code

Other DOPL Licenses Held: _____

SSN: _____

Date of Birth: _____

Gender: ☐ Male ☐ Female

Please Select ONE:

- ☐ I am a United States citizen OR a non-citizen of the United States who is lawfully present.
- ☐ I am a foreign national not physically present in the United States.
- ☐ None of the above, please explain: _____

Driver License or

State Id Card:

State of Issue

ID/License Number

Expiration Date

NOTE: If you do not hold a US Driver License or a US State ID, you must present a legible copy of your current and valid government issued document(s) showing evidence of authorization to work in the United States.

Association with Contractor: ☐ Owner of at least 20% ☐ W-2 Employee in Management Position

Each qualifier is required to pass the Utah Business Law and Rule Exam, and if applicable, the required trade exam. DOPL's testing provider will electronically send the results of your examination directly to DOPL. Applicants must apply directly to PSI Examination Services at www.psiexams.com or 1-800-733-9267 to register for the examinations. Submit the fees directly to the testing agency. Do not submit your application until you have passed all required exams.

Business Law and Rule Exam:

☐ New qualifier, date exam passed: _____

OR ☐ Previously furnished as qualifier for license number: _____

Trade Classification (see page 10 of this application for more information) : _____

Trade Exam (if applicable):

☐ New qualifier, date exam passed: _____

OR ☐ Previously furnished as qualifier for license number: _____

If applying for an S200*, S201*, S210*, S217*, S510, I103*** or I104***, list your license number:** _____

*Equivalent Masters level license required

**Elevator Mechanic License required

*** Instructional facility licenses require the same license as the equivalent construction trade license.

If applying for an S202, list your NABCEP certificate number: _____

If applying for an S354, list your NRPP or NEHA certificate number: _____

NOTE: The following classification have no trade exam or certification: S214, S221, S231, S261, S262, S263, S272, S273, S291, S292, S294, S322, S323, S352, S400, S420, S421, S430, S441, S460, S470, S480, S491, S500, S700.

In addition to passing the Utah Law and Rule exam and any required trade exam, each Qualifier must provide documentation of meeting certain requirements. **Please select one of the choices from each of the experience and education sections below and provide supporting documentation with this application.**

Documentation of Experience:

- ☐ Previously approved qualifier for Utah license listed above.
- ☐ New qualifiers must provide documentation of TWO (2) years full-time paid employment experience in the constructions trade. Documentation must include the "Affidavit of Experience" found on page 7 of this application AND either W2 forms or tax returns showing ownership distribution from a licensed contractor. Additionally, if applying for an E100, B100, or R100, you must provide a statement from your employer documenting at least one year of supervisory experience.

Documentation of Education:

- ☐ Previously approved qualifier for Utah license listed above which was active and in good standing on October 9, 2014 and on the date this application was submitted.
- ☐ Certificate of completion of an approved 20 hour pre-licensure course.
- ☐ Constructions Management Degree- *You must submit official transcripts, in a sealed envelope, documenting the degree.*
- ☐ Licensed Professional Engineer or Structural Engineer-List your Utah license number in the "Other DOPL Licenses Held" field above. (Valid for the E100 classification only.)

Affidavit of Experience

This form is to be used by new qualifiers. Previously approved qualifiers do not need to complete this form.
Each employer must complete a separate form, and the total of all forms must equal 4000 hours.

APPLICANT INFORMATION

To be completed by the applicant.

Full Legal Name: _____
First Middle Last

Mailing Address: _____
Street/PO Box City State/Zip

EMPLOYMENT INFORMATION

To be completed by the Supervisor, Current Qualifier or HR Representative.

Name of Contractor: _____ **License Number:** _____
Name of Supervisor: _____

Company Address: _____
Street/PO Box City State/Zip

Telephone Number: _____ **Email:** _____

Dates of Employment/Supervision: _____ to _____
MM/DD/YYYY MM/DD/YYYY

Total Hours worked: _____

Hourly Rate or Salary: _____

Describe the applicant's duties: _____

Did the applicant's duties include supervision? ☐ Yes ☐ No Total Hours of Supervisory Experience: _____

If "yes", describe duties: _____

I do hereby certify that the applicant for a contractor qualifier listed above has successfully completed the above hours of experience as an employee or owner of the company listed.

I further certify that the applicant is qualified and competent to practice in a supervisory role.

Signature of Authorized Signer: _____ **Date:** _____

FINANCIAL RESPONSIBILITY

Read thoroughly, and answer each question. Do not leave any question blank.

1. ☐ Yes ☐ No Within the last five years, has the applicant, the proposed qualifier, any person holding 8% or more ownership and prior entities for which these individuals have been involved had any judgments, liens, taxes, or child support delinquencies levied against them?
2. ☐ Yes ☐ No Within the last seven years has the applicant, the proposed qualifier, any person holding 8% or more ownership and prior entities for which these individuals have been involved filed for bankruptcy?
3. ☐ Yes ☐ No Does your total debt exceed the value of your total assets?

If you answered yes to any of the questions above, enclose with this application the following items:

- Copies of any judgments or tax liens that have been entered against you, and evidence showing the obligation has been paid or an approved payment schedule (*if applicable*).
- Current credit reports. See page 8 of the New Contractor Application located on our website.
- Copy of bankruptcy schedules (*if applicable*).
- Current financial statement.
- Written explanation of your financial history, including an explanation of what you have done to resolve the financial problems and why you do not believe they will reoccur.

Alternatively, you may file a bond. See page 9 of the New Contractor Application located on our website.

NOTE: A "yes" answer does not necessarily mean you will not be granted a license; however, you will be required to demonstrate a current and expected future condition of financial solvency. It is possible you will only qualify for a probationary license, or that you will be required to provide a bond. You may wish to apply for licensure after you have resolved your financial difficulties.

I certify that the answers provided above are true and correct.

Signature of Authorized Signer: _____ Date: _____

Printed Name of the Authorized Signer: _____

Position of Authorized Signer: _____

APPLICATION CHECKLIST AND INSTRUCTIONS

This checklist is for your convenience, you do not need to include it with your application.

NOTE: Incomplete applications will be denied.

Your application is classified as a public record and may be available for inspection by the public, except with regard to the release of information which is sub-classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

The following are required to complete your application

- ☐ Required non-refundable fees as outlined according to your sections on page 2 under "Requested License Modifications", made payable to "DOPL".
- ☐ Supporting documentation for any "yes" answers provided on the "Qualifying Questionnaire". See page 2 of the application for more information.
- ☐ Supporting documentation for any "yes" answers provided on the "Financial Responsibility Questionnaire". See page 5 of the application for more information.
- ☐ Supporting documentation for qualifier education and experience. See Qualifier Experience and Examination form on page 3 of this application.

Submit the above items with your completed application to:

In person or via express delivery:

Division of Occupational and Professional Licensing
Heber M Wells Building, 1st Floor Lobby
160 E 300 S
Salt Lake City, UT 84111

US Postal Service:

Division of Occupational and Professional Licensing
PO BOX 146741
Salt Lake City, UT 84114-6741

CONTRACTOR CLASSIFICATIONS

If the classification number is followed by an *, there is NO trade exam required.

The following classifications **require** participation in the Residence Lien Recovery Program:

B100	General Building	S290	General Masonry
B200	Modular Unit Installation (Set up Modular housing)	S291*	Stone Masonry
R100	Residential/Small Commercial (20K sq ft/3 stories)	S292*	Terrazzo
R101	Residential/Small Commercial Non-Structural Remodel/Repair (50K/ existing structure)	S293	Marble, Tile and Ceramic
R200	Factory Built Housing (Manufactured housing)	S294*	Cultured Marble
S200	General Electrical (Must be Master Electrician)	S300	General Painting
S201	Residential Electrical (Must be Residential Master Electrician)	S310	Excavation and Grading
S202*	Solar Photovoltaic (Requires NABCEP Certificate)	S330	Landscaping
S210	General Plumbing (Must be Master Plumber)	S350	HVAC
S212	Irrigation Sprinkler	S351	Refrigerated Air Conditioning
S214*	Water Conditioning Equipment	S352*	Evaporative Cooling
S215	Solar Thermal Systems	S353	Warm Air Heating
S216	Residential Sewer Connection/Septic Tank	S354*	Radon Mitigation (Must have NEHA Certification)
S217	Residential Plumbing (Must be a Master Plumber)	S370	Fire Suppression Systems
S220	Carpentry	S380	Swimming Pool and Spa
S221*	Cabinet, Millwork & Countertop Installation	S390	Sewer and Waste Water Pipeline
S222	Overhead and Garage Door	S400*	Asphalt Paving
S230	Siding	S410	Pipeline and Conduit
S231*	Raingutter Installation	S420*	General Fencing
S240	Glass and Glazing	S421*	Residential Fencing
S250	Insulation	S430*	Metal Firebox and Fuel Burning Stove Installer
S260	General Concrete	S460*	Wrecking and Demolition
S261*	Concrete Form Setting and Shoring	S490	Wood Flooring
S263*	Cementitious Coating Systems Resurfacing and Sealing	S491*	Laminate Floor Installation
S270	General Drywall and Plastering	S500*	Sports and Athletic Courts, Running Tracks, and Playground Installation
S272*	Ceiling Grid Systems, Ceiling Tile and Panel Systems	S510*	Elevator (Must be a licensed elevator mechanic)
S273*	Light-weight Metal and Non-bearing Wall Partitions	S600	General Stucco
S280	General Roofing	S700	Specialty License

The following classifications are **exempt** from the Lien Recovery Program:

E100	General Engineering	S340	Sheet Metal
S211	Boiler Installation	S360	Refrigeration
S213	Industrial Piping	S440	Sign Installation
S262*	Gunnite and Pressure Grouting	S441*	Non-Electrical Outdoor Advertising Sign
S320	Steel Erection	S450	Mechanical Insulation
S321	Steel Reinforcing	S470*	Petroleum Systems
S322*	Metal Building Erection	S480*	Piers and Foundations
S323*	Structural Stud Erection		